

City of Albuquerque
Department of Family & Community Services
Area Agency on Aging
Request for Proposals from Non-Profit or Governmental Agencies for
Social Services for Fiscal Year 2021

RFP Number: RFP-DFCS-AAA-20-01

REQUEST FOR PROPOSALS

Contents:

- 1.0 Background**
- 2.0 Purpose**
- 3.0 Administrative Requirements**
- 4.0 Outcome Measures, Service Period, Priority Activities Scopes of Work**
- 5.0 Eligible Responders**
- 6.0 Eligible Beneficiaries**
- 7.0 Technical Assistance**
- 8.0 Instructions for Completing Application**
- 9.0 Compliance with Social Services Agreements, Procurement Rules and Regulations**
- 10.0 Submission Process/Deadlines**

1.0 Background

The City of Albuquerque has established priorities for funding and they include the following goal:

Goal 1: Human and Family Development: People of all ages have the opportunity to participate in the community and economy and are well sheltered, safe, healthy, and educated.

The Department of Family and Community Services mission is to improve the quality, delivery, and effectiveness of health, social, recreational, nutritional, educational, housing, and other human service programs for residents of the Albuquerque metropolitan area; to increase the available services through resource sharing and coordination; and to improve the quality of life for low and moderate income residents.

In addition, the Department of Family and Community Services has established a priority to fund projects that address the social determinants of health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social determinants of health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services¹.

¹ U.S. Department of Health and Human Services. Healthy People 2020 “Social Determinants of Health.” 2015

Within the Department of Family and Community Services, the City of Albuquerque/Bernalillo County Area Agency on Aging, administers federal Older Americans Act funds, state funds and local funds to provide a wide range of social, nutritional and at-risk services to persons age 60 and over within Bernalillo County. Two or more agreements may be awarded for each Priority Activity described in Section 4.0. The availability of funds for each Priority Activity are subject to annual approval of the Area Plan by the New Mexico Aging and Long Term Services Department, final approval of the City Council, and where applicable availability of City General Funds.

The City of Albuquerque, through the Coordinated Human Services Contract Program (CHSCP), has adopted a uniform process for soliciting and reviewing project proposals.

1.1 City Acknowledgement of Federal Funding

A contract awarded pursuant to this RFP may include federal funds. Please prepare and attach APPENDIX #13.

2.0 Purpose

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified non-profit organizations interested in providing services for populations in need of specific services as described in Section 4.

Proposals will be accepted until **4:00 pm on Friday, November 8, 2019**, and are to be submitted to:

Office of the City Clerk
Plaza del Sol
600 2nd Street NW
7th floor
Albuquerque, NM 87102

3.0 Administrative Requirements

Potential responders to this RFP are strongly advised to become familiar with the content of the most current version of the publication entitled "*Administrative Requirements for Contracts Awarded under the City of Albuquerque, Department of Family and Community Services Social Services Program*" (hereinafter referred to as the "*Administrative Requirements*"). The publication contains uniform administrative rules for contracts awarded pursuant to the Department's Social Services Program. Contractors are expected to understand and comply with all applicable rules contained within the publication.

The *Administrative Requirements and Procurement Rules* are available online on the Department's website at <http://www.cabq.gov/family/partner-resources/administrative-requirements>. A printed copy can also be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, 5th floor, Room 504, Old City Hall, One Civic Plaza, Albuquerque, New Mexico 87102.

4.0 Outcome Measures, Service Period, Priority Activities Scopes of Work

Outcome Measures

The City of Albuquerque is focused on improving the well-being of all people and has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. In addition, the Department of Family and Community Services prioritizes investment in services that can demonstrate improved outcomes related to the customer's needs.

The City of Albuquerque Department of Family and Community Services is committed to providing cost effective services that will improve the well-being of participants and Albuquerque as a whole. Respondents will be required to participate in evaluation activities that will be designed to protect individual privacy and to the extent possible will be aligned with the service delivery.

The Department of Family and Community Services has established a priority to fund projects that lead to improved outcomes so seniors are able to age with dignity. This involves a focus on addressing the social determinants of health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social determinants of health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services².

Explanation of Outcomes

Seniors are Able to Age with Dignity: Vulnerable seniors access and utilize the appropriate care and support resources of their choice so they age in place and maintain their health, safety, independence and dignity. Seniors maintain connection to their community and access services that support their health and well-being.

Indicators of progress during the service period may include:

- Increased/maintained access to home-based services and supports to age in place
- Reduced/maintained nutritional risk score
- Engage with community services, social events and educational opportunities

In order to effectively address these service needs, offerors must demonstrate a connection between the proposed activities and outputs to the identified outcomes, and define metrics and measurement tools to reliably assess progress toward achieving the identified outcomes.

Service Period

Services funded by this RFP are to commence July 1, 2020 and continue through June 30, 2021. Agreements awarded may be renewed for an additional year or more, at the discretion of the City based upon performance and availability of funds.

² U.S. Department of Health and Human Services. Healthy People 2020 "Social Determinants of Health." 2015

4.1 Case Management Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$590,000 for Case Management services for persons age 60 and over to enable them to remain in their home environment and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

Case Management Services are defined as access or care coordination in circumstances where an older person is experiencing diminished functioning capacities, personal conditions or has other characteristics which require the provision of services by formal service providers or family caregivers. Case Management assists older individuals who need assistance to identify and arrange appropriate support services to meet their basic needs so they may continue to live independently and enhance the quality of their life. Case Management functions as a linkage between the consumer, family caregivers, and service providers to facilitate an appropriate, comprehensive and coordinated response to needs and maximize all resources and services available in the community to meet these needs.

Case Management includes the following separate but related activities: in-home assessment of the consumer and family caregiver(s), developing care plans, authorizing services, arranging for services, coordinating services between providers, monitoring services to assure that services are being delivered as planned, and reassessment of the consumer and/or family caregiver(s) every six (6) months

Case Management is designed to make the Older Americans Program service delivery system more accessible and responsive to the individual needs of older individuals and to provide continuity of care as the consumer's needs change.

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.2 Information and Assistance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$220,000 for Information and Assistance services for persons age 60 and over to enable them to remain in good health, be active in their community and delay or avoid institutionalization, and for informal caregivers of persons age 60 and over enable informal caregivers to continue and improve providing care, thereby delaying or avoiding institutionalization of the care recipient. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

Information and Assistance services are defined as services that provide individuals with information on services available, links individuals to services and opportunities, and to the

maximum extent practicable, includes follow-up. Involves providing comprehensive and objective information and support as necessary for individuals and their caregivers/families about all medical, non-medical (e.g. housing) and other community services; institutional services; eligibility criteria, etc. to link them with the opportunities, services and resources available to help meet their particular needs.

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.3 Outreach/Client Finding Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$26,500 for Outreach/Client Finding services to identify and engage persons age 60 and over or their caregivers to provide services to enable them to remain in good health, be active in their community and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Outreach/Client Finding services are defined as interventions with individuals initiated for the purpose of identifying potential clients (not existing clients) and encouraging their use of existing services and benefits. The service units for outreach are to be individual, one-on-one contacts between a service provider and a client. An activity that involves contact with multiple current or unidentified potential clients, such as distributing publications or mass media activities, are not considered outreach.

Payment under this solicitation will be earned through a fixed rate for services provided.

4.4 Transportation Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$1,390,000 for Transportation services for persons age 60 and over to enable them to remain in good health, be active in their community and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Successful applicant(s) will be responsible for the scheduling, routing and provision of one-way trips (from/to a location) to various locations in the Bernalillo County area to carry older persons to and from medical appointments, health care services, social services, meal programs, senior centers, shopping, recreational activities, etc. Clients may be using canes, walkers or wheel chairs. Clients may have various physical and mental conditions, including difficulty in walking or accessing a vehicle. Approved caregivers may accompany clients.

Types of transportation services are Fixed Route and Demand Response. Multiple agreements may be awarded for one or more type. Fixed Route transportation follows a prescribed route according to a schedule: The older individual does not reserve a ride in advance; the client goes to a designated location at a designated time to gain access to the service. Demand Response

transportation is requested in advance and is designed to carry older individuals from specific origin to specific destination upon request. Demand Response transportation may be for an individual or group and trips or routes are established based on requests received.

Payment under this solicitation may be earned through a fixed rate for services provided or reimbursement for fees such as from a ridesharing company. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.5 Legal Assistance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$595,000 for persons age 60 and over with economic or social need to enable them to remain in their home environment and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Legal assistance services are defined as legal advice and representation provided by an attorney to older individuals with economic or social need, and may include to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney. Priority issues include: income, health care, long-term care, nutrition, housing, utilities, protective services, defending older persons against guardianship and protective services, abuse, neglect and age discrimination.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.6 Adult Day Care Services/Respite Adult Day Care Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$810,000 for Adult Day Care services for frail persons age 60 and over to enable them to remain in their home environment and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours of services provided.

Adult Day Care services are defined as providing structured therapeutic, social and rehabilitative health services in a congregate setting on a regularly scheduled basis (1) or more days a week for four (4) or more hours per day. Activities and services which will be considered toward meeting this requirement include but are not limited to: Small and large group activities including field trips and outings; Intergenerational activities and opportunities to interact with well elderly, if appropriate; Individualized activities designed specifically for a client; Provision of rest with quiet area; Assistance to a client with toileting needs, grooming, mobility, feeding and medication management; Rehabilitation services, and exercise; Family support and counseling; Transportation to and from the adult day care center; Meals and snacks.

Such services are to be provided at an existing licensed facility within Bernalillo County and/or four (4) city-owned facilities which are currently utilized to provide day care services.

The City-owned facilities are located within the City of Albuquerque at: the Barelmas Senior Center - 714 7th Street SW; Bear Canyon Senior Center - 4645 Pitt NE; North Valley Senior Center - 3825 4th Street NW; Los Volcanes Senior Center - 6500 Los Volcanes NW. The capacity of each location to be used in the provision of Adult Day Care Services is 30 participants with the exception of Bear Canyon Center which is 20 participants. Current participants of day care services at each facility will be transitioned to continue service delivery offered by the successful applicant. As each of the locations serve lunches Monday through Friday, arrangements can be made with the City's Department of Senior Affairs for participant lunches.

Any applicant submitting a proposal to provide services at the City-owned sites must note the following: The approximate rental rate of the city-owned facility is between \$1,400 and \$1,800 per month at each site plus applicable charges for utilities for the designated space.

At any site, all program activities and the health and safety of clients will be supervised by program staff. A staff person will be physically present with the client(s) at all times. Client activities will be planned by a joint effort of staff, clients, family/caregivers, volunteers and other interested parties. The planning for, and the conduction of activities, must be an on-going activity and will be reviewed and evaluated biannually or as necessary. Activities will be designed to promote personal growth and the enhancement of the client's self-esteem by providing opportunities to: Learn new skills and adaptive behaviors; Improve capacity for independent functioning; Provide for group interaction in social and therapeutic activities.

Services for clients at any facility may be funded through a combination of funds available in this solicitation, donations, cost sharing with participants, Medicaid, private fees and/or other funding sources. Payment for services for clients funded by this program will be earned through an hourly rate for services provided. Such rate will be paid for services provided to participants who are not Medicaid or eligible for other supplemental reimbursement sources available to the successful applicant(s). The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.7 South Valley Multi-Purpose Senior Center Adult Day Care Services/Respite Adult Day Care Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$75,000 for licensure activities and Adult Day Care services for frail persons age 60 and over to enable them to remain in their home environment and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours of services provided.

Adult Day Care services are defined as providing structured therapeutic, social and rehabilitative health services in a congregate setting on a regularly scheduled basis (1) or more days a week for four (4) or more hours per day. Activities and services which will be considered toward meeting

this requirement include but are not limited to: Small and large group activities including field trips and outings; Intergenerational activities and opportunities to interact with well elderly, if appropriate; Individualized activities designed specifically for a client; Provision of rest with quiet area; Assistance to a client with toileting needs, grooming, mobility, feeding and medication management; Rehabilitation services, and exercise; Family support and counseling; Transportation to and from the adult day care center; Meals and snacks.

Such services are to be provided at a facility to be constructed and maintained by the City of Albuquerque at the South Valley Multi-Purpose Senior Center - 2008 Larrazolo Rd SW. Estimated completion of the facility is October 2020. The selected provider will be responsible for acquiring the necessary licensure with the State of New Mexico and commencing services at the new facility. The capacity of the facility to be used in the provision of Adult Day Care Services will be approximately 15-18 participants. As the location serves lunches Monday through Friday, arrangements can be made with the City's Department of Senior Affairs for participant lunches.

Any applicant submitting a proposal to provide services at the City-owned sites must note the following: The approximate rental rate of the city-owned facility will be between \$1,400 and \$1,800 per month plus applicable charges for utilities for the designated space.

All program activities and the health and safety of clients will be supervised by program staff. A staff person will be physically present with the client(s) at all times. Client activities will be planned by a joint effort of staff, clients, family/caregivers, volunteers and other interested parties. The planning for, and the conduction of activities, must be an on-going activity and will be reviewed and evaluated biannually or as necessary. Activities will be designed to promote personal growth and the enhancement of the client's self-esteem by providing opportunities to: Learn new skills and adaptive behaviors; Improve capacity for independent functioning; Provide for group interaction in social and therapeutic activities.

Services for clients may be funded through a combination of funds available in this solicitation, donations, cost sharing with participants, Medicaid, private fees and/or other funding sources. Payment for licensure activities will be cost reimbursement and only applicable until the facility is operational. Payment for services to clients funded by this program will be earned through an hourly rate for services provided. Such rate will be paid for services provided to participants who are not Medicaid or eligible for other supplemental reimbursement sources available to the successful applicant(s). The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.8 Senior Meal Nutrition Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$1,375,000 for Congregate Meal nutrition to enable persons age 60 and over in Bernalillo County to maintain socialization, remain healthy and delay or avoid institutionalization, and will allocate approximately \$1,000,000 for Home-Delivered Meal nutrition services to frail persons age 60 and over to enable them to remain independent in their home environment and delay or avoid institutionalization. Multiple agreements may be awarded for one or more services, including

agreement for specific diets, including but not limited to diabetic diet, renal diet, dialysis diet, bland diet, mechanical soft diet, pureed diet, or vegetarian diet. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

The successful applicant(s) will develop monthly menus for the delivery of noontime meals taking into consideration the ethnic, cultural and special dietary needs of the population served. All meals must contain at least one-third of the current Recommended Daily Allowance for Adults, and be varied and appealing, with careful consideration given to special dietary needs of senior citizens. Menus are to be evaluated and signed by a nutrition professional or evaluated with a computer software program, then approved by and reviewed by the Area Agency on Aging. Meals are to be considered Heart Healthy and generally acceptable to diabetics. Special diet meals and therapeutic meals will meet standards for those diets as approved by the Dietician and the Area Agency on Aging. Menus are to be printed and disseminated to applicable congregate meal sites, the Area Agency on Aging and the media monthly. Surveys regarding meal quality and customer service are to be distributed, collected and analyzed on an ongoing basis, by selecting several meal recipients randomly at each site or one each delivery route monthly. In addition, a formal survey of a representative cross-section of all meal participants is to be done, no less than every two years with direction from the Area Agency on Aging.

The successful applicant(s) will prepare up to approximately 1,300 meals per day, Monday through Friday, for a minimum of 250 serving days annually. This number is subject to change or adjustment with short notice requests. Meals will be prepared and packaged according to delivery, such as congregate meals, home-delivered meals, special diet home-delivered meals and weekend home-delivered meals. Meals to be used for weekend home-delivered meal service (including cold and frozen meals) must be planned, prepared packaged and stored for future use. All meals must be prepared in sanitary environments, utilizing high quality raw food products, in compliance with acceptable meal preparation standards. All purchases and contracts for goods and services will comply with Federal Acquisition Regulation and the Office of Management and Budget Circular A-110 purchasing practices. All food items will be obtained from sources that comply with all laws relating to food, food labeling, and food safety and processing and will be of a grade and quality approved by Area Agency on Aging. Raw food products are to be of high quality and purchased from reliable food vendors. A physical and perpetual inventory process of all raw food supplies, vehicles, equipment and supplies is to be maintained and approved by Area Agency on Aging. Kitchen personnel are to receive on-going training in food safety, temperature control, HACCP, sanitation, etc.

For Congregate Meal nutrition services, approximately 700 meals will be prepared daily and distributed between the hours of 9:00 AM and 1:30 PM to up to twenty-three (23) congregate meals sites and senior centers within Bernalillo County. Meal Site Managers and Staff at each location are responsible for the ordering, receiving, holding, and serving of meals. In addition, they are responsible for outreach, monthly planning, programming and delivery of recreational, socialization and educational activities to meal site participants. They maintain coordination with other sections, divisions and organizations to set up training, transportation (special events and mini trips), classes, exercise, Information and Assistance, Set Clinic, Intergenerational Program, and RSVP Volunteers. They are also responsible for collecting participant registration information, maintaining their site's inventory, ordering and picking up supplies, making meal

reservations, cleaning up after meal service and providing training such as nutrition education, sanitation, etc. to volunteers and participants.

For Home-Delivered Meal nutrition services, up to approximately 600 meals will be prepared daily and delivered between the hours of 9:00 AM and 1:30 PM to homebound persons within Bernalillo County, which includes the area bounded by the County Lines. All delivery vehicles owned by the successful applicant (s) are to be inventoried and kept in good operating conditions, with all repairs and maintenance done by qualified service dealers. Proper meal transportation procedures must be maintained by the successful applicant(s) at all times, which includes but is not limited to: food packaging, storage, sanitation, and maintenance of appropriate temperatures. Drivers delivering meals may be expected to transport mail, paperwork and/or sealed donation bags between sites and administrative offices. Drivers are to keep in contact with their office to report problems or delays in meal delivery. Drivers will be trained to provide information and assistance to clients. This may include providing telephone numbers of the City of Albuquerque Senior Information and Assistance Program and Care Coordination. Drivers are not to provide chore service, accept gratuities, personal donations or other than non-pecuniary gifts. Permission slips will be obtained and kept in a file that allows drivers to enter homes when the client is unable to come to the door. Drivers will be expected to knock, announce the meal and enter some homes where the client is unable to come to the door. They will obtain permission to enter the home and give the meal to the client whenever possible, placing it either on a table, on a counter or in a refrigerator. Physical, visual or auditory contact with the client or caregiver is needed to leave a meal. Drivers under no circumstances leave a meal outside or unattended. Drivers may have alarm or door codes as well as keys to enter gated apartment complexes. Drivers are expected to provide Gatekeeper services by reporting possible abuse of senior clients, including physical, mental and financial abuse. Drivers are to immediately report unusual situations involving clients, including finding them deceased, injured or not in their normal state or condition to the City of Albuquerque Department of Senior Affairs Care Coordination, the State's Adult Protective Services and/or police/sheriff's office or fire department. Drivers are to report unsafe living environments in client's homes.

Cold and Frozen Home-Delivered Meal nutrition services: An estimated 400 individually packaged cold and frozen meals, including milk, bread and fruit, (which meet all nutritional standards) must be prepared weekly and delivered to approximately 200 people. Commercially purchased frozen meals may be utilized with approval of the Area Agency on Aging, and all meals should have a minimum of three (3) month shelf life. Cold or frozen meals must be from a different menu for each day's meal, and distributed per the schedule. This schedule is subject to change or adjustment with short notice requests for additional or less meals.

Emergency Meals nutrition services: Shelf-stable emergency meals are to be provided to each Home-Delivered Meal nutrition services client no later than October 31st of each year. If weather or other emergency conditions occur that would prevent meal delivery from taking place, clients are to be advised to consume the emergency meals. A replacement meal is to be delivered to those clients affected by non-delivery within five (5) days after delivery is resumed. The meals are to meet the minimum of 1/3 RDA's and suitable for consumption by seniors. Opening and heating instructions (in English and Spanish) are to be included in each meal package.

Payment under this solicitation will be earned through a fixed rate for services provided. The City will partially fund services using Nutrition Services Incentive Program (NSIP) funding to reimburse purchases of domestically grown or produced food. The successful applicant will invoice for NSIP-eligible food separately based on direction from the Area Agency on Aging, and reduce the fixed rate accordingly. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.9 Recreation Services/Senior Center Activities Scope of Work

The Area Agency on Aging will allocate up to approximately \$480,000 for Recreation Services/Senior Center Activities for persons age 60 and over in Bernalillo County to enable them to maintain socialization, remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Recreation Services/Senior Center Activities are defined as activities for enjoyment or socialization, such as performing arts, games, art therapy, music therapy, dance/movement therapy and/or crafts. Participation may be active (performer or leader) or passive (spectator). Services may be completed by program staff or volunteers organized and overseen by program staff.

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.10 Physical Fitness/Exercise Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$275,000 for Physical Fitness/Exercise Services for persons age 60 and over in Bernalillo County to enable them to maintain socialization, remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Physical Fitness/Exercise services are defined as individual or group exercise activities (with or without equipment), such as walking, running, swimming, sports and/or Senior Olympics physical conditioning/training. Services may be completed by program staff or volunteers organized and overseen by program staff.

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.11 Evidence-Based Health Promotion and Disease Prevention Programs Scope of Work

The Area Agency on Aging will allocate up to approximately \$35,500 for Evidence-Based Programs serving persons age 60 and over to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours or units of services provided.

Evidence-based Programs are defined as providing at the highest criteria level, defined by Older American Act, as follows: Proven effective with older adult population, using Experimental or Quasi-Experimental Design (Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.); Fully translated in one or more community site(s); Include developed dissemination products that are available to the public; Published in a peer-review journal; Proven effective with older adult population, using some form of a control condition (e.g. pre-post study, case control design, etc.); Some basis in translation for implementation by community-level organization; Demonstrated through evaluation to be effective for improving the health and wellbeing or reducing disease, disability and/or injury among older adults; Ready for translation, implementation and/or broad dissemination by community-based organizations using appropriately credentialed practitioners. Examples of Evidence-Based Programs include but are not limited to: A Matter of Balance, Tai Ji Quan: Moving for Better Balance, EnhanceFitness, and the Chronic Disease Self-Management series.

Successful applicant(s) will be responsible for administering the proposed Evidence-Based Program in compliance with the specifications of the organization that developed and/or licenses the Program, preserving fidelity to the Program design, recruiting participants to attend the Program, providing quality control during implementation, and collecting and reporting service delivery data. Requirements may include purchase and maintenance of a license, purchase of equipment/materials, specific training and credentialing of staff, specific record keeping and reporting.

4.12 Caregiver Support Services (Counseling, Training, Outreach, etc.) Scope of Work

The Area Agency on Aging will allocate up to approximately \$170,000 for Caregiver Support Services for informal caregivers of persons age 60 and over. Caregiver Support services enable informal caregivers to continue and improve providing care, thereby delaying or avoiding institutionalization of the care recipient. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours or units of services provided.

Activities and services which will be considered toward meeting this requirement include but are not limited to: Caregiver support and counseling; Caregiver skills training and development; Outreach and assistance to caregivers so they access available services and resources, and adequate follow-up procedures ensuring to the maximum extent practicable the caregiver receives the services needed; In-person training in settings which allow multiple family caregiver needs, such as support, respite, and resource connection, to be met concurrently.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.13 Senior Supplemental Nutritional Support Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$110,000 for Senior Supplemental Nutritional Support Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Senior Supplemental Nutritional Support services are fresh foods, specifically produce, provided directly to seniors through mobile and traditional food pantries as appropriate at sites seniors already frequent, like low-income senior housing and senior centers. The primary goal of Senior Supplemental Nutritional Support services is to improve senior health through sound nutrition by providing healthy foods to seniors struggling with food insecurity.

Successful applicant(s) will be responsible for meeting Feeding America food safety requirements. Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.14 Health Screening, Education and Maintenance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$120,000 for Health Screening, Education and Maintenance Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Health Screening, Education and Maintenance services include routine screenings, such as blood pressure, blood sugar, hearing, and/or vision screening at sites seniors already frequent, like congregate meal sites, low-income senior housing and senior centers. Clinic sessions may include: physical and/or mental examinations or assessments, diabetes and/or hypertension screening and education, medication management and/or adverse drug reaction education, and dental examinations. Education and Maintenance regarding falls prevention and other health concerns may include an in-home evaluation and education supports.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.15 Medication Management Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$35,000 for Medication Management Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Medication Management Services include monitoring, screening and education to prevent incorrect medication usage and adverse drug reactions. Examples include conducting “brown bag” medication assessments at a senior center, or during a scheduled home visit, a licensed registered nurse assists with organizing medications.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.16 Home Repair/Retrofit/Maintenance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$670,000 for Home Repair/Retrofit/Maintenance Services for persons age 60 and over to enable them to maintain their independence as they age in place with dignity and delay or avoid institutionalization.

Home Repair/Retrofit/Maintenance services are defined as assistance with improving or maintaining the residences and essential appliances of persons age 60 and over. Services may be completed by program staff or volunteers organized and overseen by program staff.

Home Repair/Retrofit/Maintenance services are minor home repair services such as basic plumbing, electrical, security, heating, window repair or replacement, minor ceiling, wall and roof repair, etc. Examples include winterizing a consumer’s swamp cooler, installing grab bars, replacing door knobs, installing interior and exterior doors , installing windows, replacing plastic cooler lines, replacing copper water tubing, installing basic commodes, unclogging backed up sewer lines.

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

4.17 Chore Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$310,000 for Chore services for persons age 60 and over to enable them to maintain their independence as they age in place with dignity and delay or avoid institutionalization.

Chore services are defined as assistance with heavy housework, yard work or sidewalk maintenance for persons age 60 and over at their place of residence. Services may be completed by program staff or volunteers organized and overseen by program staff.

Chore Services are non-routine home maintenance chores including, but not limited to, yard work, painting, installing and patching screens, trimming bushes and small trees, hauling away yard debris, spraying of a weed control product, painting the home exterior, and installing safety equipment (i.e. fire extinguisher, smoke detector).

Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. No barrier to service based on ability to make a donation for a client funded by this program will exist.

5.0 Eligible Responders

5.1 General Eligibility

An agency which is a unit of state or local government and/or an agency currently incorporated as a nonprofit corporation, duly registered and in good standing with the State of New Mexico Public Regulation Commission, which has not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying is an eligible responder for award of a contract pursuant to this RFP. Basic eligibility requirements are identified in the *Administrative Requirements*, § 10 (A)(1). Ineligible entities as defined in Section 7.3 of the [*Social Services Contracts Procurement Rules and Regulations*](#) of the Department are restricted from submitting a proposal. A printed copy may be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, 5th floor, Room 504, Old City Hall, One Civic Plaza, Albuquerque, New Mexico 87102.

5.2 Limitations on Assistance to Primarily Religious Organizations

Contractors are required to assure that no funds awarded through the program will be used for sectarian religious purposes. Independent, not-for-profit entities established by primarily religious organizations, however, may be assisted as long as: a) there is no religious test for admission for services; b) there is no requirement for attendance at religious services; c) there is no inquiry as to a client's religious preference or affiliation; d) there is no proselytizing; and e) services provided are secular and non-sectarian. *See Administrative Requirements*, § 10 (E)(2). This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as such activities are carried out in a manner free from religious influences pursuant to conditions prescribed in the Representations and Certifications form (Appendix #8) attached to this RFP and required as an attachment to the responder's proposal.

5.3 Cultural Equity

The City of Albuquerque has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. Local government dollars used for contracting, consulting and procurement should benefit the communities we serve, proportionate to the demographics in our community. Responder organizations must address how their proposal will contribute to addressing racial inequities by describing: (1) the demographics of the leadership of their organization; (2) the demographics of the proposal's beneficiaries as specifically as possible; and (3) any racial equity practices, programs or initiatives of the organization.

5.4 ADA Compliance

Contractors must agree to meet all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor must agree to be responsible for knowing all applicable requirements of the ADA.

5.5 Additional Requirements

a. Personnel Policies:

Organizations applying for a contract under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest Policies:

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that at a minimum:

(1) Applies to the procurement and disposition of all real property, equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.

(2) Provides that no employee, board member, or other person who exercises any decision making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.

c. Accounting Policies:

Responder organizations must have in place a set of financial, accounting, and procurement policies and procedures that meet the standards established by the City in the *Administrative Requirements*, Accounting for DFCS Social Services Contract Funds.

d. Active Board:

Nonprofit responders must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for

policy direction, including regularly scheduled meetings for which minutes are kept. The organization must verify board compliance with the Open Meetings Act.

e. Nepotism:

The organization shall not employ “immediate family” or any “close relative” of any board member, officer or managing employee and shall not employ any two people who are immediate family or close relatives of each other. *See* definitions contained in the *Administrative Requirements*, § 10 (A)(2)(e)(iii).

f. Background Checks:

If the Social Services provided require the contractor selected through this RFP to work with or be in proximity to children, or other vulnerable populations, the contractor will not employ any person or volunteer who is registered as a sex offender in any United States jurisdiction, or who has a criminal background unacceptable to the City. The contractor shall ensure that all its employees and volunteers directly involved in performing services have been screened for a criminal background and reference checks, finger-printing, and interviews. *See Administrative Requirements*, § 10 (A)(2)(a).

g. Reporting Requirements

The final contract between the successful responder(s) and the City will contain specific reporting requirements that include, but may not be limited to, program data and data regarding outcomes for program participants. A critical component of initiatives funded through the City of Albuquerque, Department of Family and Community Services will be a rigorous evaluation to determine program success and cost-effectiveness. Selected Offerors must comply with participant data reporting requirements conducted by the City or evaluation and research partners as part of ongoing evaluation activities.

6.0 Eligible Beneficiaries

Eligibility to receive services reimbursable by the Area Agency on Aging is limited to persons age 60 and over with exceptions noted in this section.

Emphasis in the delivery of all services funded through this solicitation is placed on service delivery to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement, with particular targeting to low income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with the Older Americans Act.

“Greatest economic need” is need resulting from an income level at or below the federal poverty level. Means testing is prohibited.

“Greatest social need” is need caused by noneconomic factors which include physical and mental disabilities; language barriers; and cultural, social or geographical isolation, including isolation caused by racial or ethnic status, that restricts an individual’s ability to perform normal daily tasks or which threatens an individual’s capacity to live independently.

6.1 Adult Day Care Eligible Beneficiaries (4.6/4.7)

Eligible care recipients must be age 60 and older and reside in Bernalillo County. Eligible Adult Day Care recipients must: Be mobile through own ability or with the assistance of a wheelchair, walker or other device and does not require full lift when walking or transferring; Have a functional or cognitive disability which does not enable them to remain in a home setting without some supervision; Be able to wear protective under garments to maintain hygiene, if incontinent; Be able to self-administer medication.

6.2 Senior Meal Nutrition Services Eligible Beneficiaries (4.8)

Congregate Meal nutrition services: person 60 years of age or older; person married to someone 60 years of age or older; disabled person residing with and accompanying someone 60 years of age or older.

Home-Delivered Meal nutrition services: person 60 years of age or older, determined to be in need based on an in-home assessment of need, which assesses functional ability, adequate support systems and risk; The spouse of an eligible person age 60 or older regardless of age when the in-home assessment of need determines that providing the home-delivered meals to be in the best interest of the eligible spouse age 60 or older; (In the case of a surviving spouse under the age of 60, nutrition services may continue to be provided after the eligible spouse's death, as long as the surviving spouse has not remarried a person under the age of 60;) disabled person residing with an eligible person 60 years of age or older.

6.3 Caregiver Support Services Eligible Beneficiaries (4.12)

Eligible informal caregivers must have an eligible care recipient age 60 or older residing in Bernalillo County.

7.0 Technical Assistance

Technical assistance will be provided at the request of responder agencies by the City of Albuquerque Department of Family & Community Services, Michelle Briscoe, Area Agency on Aging Manager, at 505-768-2745 or mbriscoe@cabq.gov during regular working hours.

An optional pre-proposal meeting is scheduled for Wednesday, October 23, 2019, at 9:00 to 10:00 a.m. at the following location:

City Council Committee Room, 9th floor, New City Hall
One Civic Plaza
Albuquerque, NM 87102

8.0 Instructions for Completing Applications

8.1 Proposal Format

The proposal should be completed and assembled as indicated below. Appendices or non-required attachments including letters of endorsement, agency brochures, or news clips may be included if copied onto 8 1/2" x 11" paper. To expedite handling, please do not use covers, binders, or tabs. Please paginate and collate.

8.2 Cover Sheet

Responders must use the attached Proposal Summary and Certification Form (APPENDIX #1) as a cover sheet for their proposals. An authorized official of the governmental agency or of the policy board of a non-profit agency to whom agency staff are responsible must sign the form.

8.3 Project Narrative

The project narrative, not including attachments, shall not exceed 13 typed, double-spaced, 8 1/2" x 11" pages, with 12 point font. The narrative should be prepared according to the format outlined below.

a. Need for Project

The responder should clearly describe their understanding of the community conditions, as well as the specific population and needs to be addressed by the project, including gaps and overlaps in services and how this project will alleviate those gaps and/or overlaps. The responder should also include a rationale for how the proposed project will address the stated need and gaps as well as their understanding of what works to address the target population and the community needs. The responder should take into account how the proposal will contribute to addressing racial inequities by describing: (1) the demographics of the leadership of their organization; (2) the demographics of the proposal's beneficiaries as specifically as possible; and (3) any racial equity practices, programs or initiatives of the organization.

b. Inputs

The Responder must describe the resources invested in this project (money, staff, organizational skills, volunteers, time, in-kind contributions, materials, facilities, equipment) and whether there any constraints on resources that may affect success of the project. The responder should identify linkages to other agencies and resources such as referral sources, service partners, and Memoranda of Understandings (MOUs) or Cooperative Work Agreements (CWA) in place Identify specific source, type and amount of other sources of project funding and identify if other funds are committed or pending approval.

c. Project Methods

The responder should describe specific plans for conducting the project that identifies the solution to the defined problem, including (1) characteristics of the project, (2) major activities and sub-activities to be performed and the evidence basis for those activities, (3) service outputs (number of participants or service units) that will be provided with the requested City funds (4) describe specific and measurable outcome

indicators for each task, (5) time frame within which outputs and outcomes are to be accomplished, and (6) personnel (by position) who will complete the tasks, including the specific responsibilities and levels of experience and training required. Résumés of existing personnel filling these positions, or job descriptions for unfilled positions, should be included as an attachment.

d. Plan for Monitoring and Evaluation

The responder should describe a specific plan by which the agency will monitor and evaluate the project activities, outputs and outcome progress indicators; schedule and process for monitoring project activities; and, overall process for collecting, compiling and analyzing project data. The responder should include in this plan, a method for monitoring staff performance in attaining the above-mentioned goals and continuous quality improvement of project methods. In addition, the responder should propose a process to monitor customer and stakeholder satisfaction with specific projects.

e. Organizational Capability

The responder should describe the organization of the proposing nonprofit agency and the types and quantities of goods and/or services it provides, including descriptions of its experience and outcomes in providing services required in Section 4.0 Priority Activities.

8.4 Work Program Summary

On the attached Applicant Work Program Summary form (APPENDIX #7), the responder should summarize the major activities to be performed through the project, detailed in the methods section, the specific objective for each activity (in quantifiable terms where possible), and the dates that these objectives will be completed.

8.5 Project Budget

The responder must submit a complete budget on the attached forms (APPENDIX #2-APPENDIX #6).

8.6 Insurance Requirements

All contractors selected pursuant to this RFP will be required to procure and maintain, through the life of each of their contracts, a commercial general liability and an automobile liability insurance policy each with liability limits in amounts not less than \$1,000,000 per occurrence and in the aggregate. If any part of the contract is sublet, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

Policies must include coverage for all operations performed for the City by the contractor, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold harmless provision of the contract. The City must be named an additional insured on

commercial general liability and the policies must provide that 30 days written notice will be given to the City before a policy is canceled, materially changed, or not renewed.

The contractor shall ensure that all staff for whom professional liability is required by their licensing agent, including but not limited to, professionals providing health and behavioral health services, maintain professional liability insurance, errors and omissions coverage, or other additional coverages the city deems necessary, in amounts not less than required by the New Mexico Tort Claims Act as it is amended from time to time, for single limit of liability per occurrence and for the general aggregate.

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 NMSA 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but responders should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the agency should contact its insurance agent to determine if it can obtain the required coverage.

8.7 Other Assurances

a. Compliance with Civil Rights Laws and Executive Orders

Contractors are required to comply and act in accordance with all federal laws and Executive Orders related to the enforcement of civil rights. In addition, recipients will be required to comply with all New Mexico State Statutes and City of Albuquerque Ordinances regarding enforcement of civil rights (APPENDIX #8).

b. Assurance of Drug Free Facilities

Applicants for funding must submit an assurance that they will administer a policy designed to ensure that the assisted program is free from the illegal use, possession or distribution of drugs or alcohol by its staff and beneficiaries (APPENDIX #10).

c. Certification of Receipt of Administrative Requirements

Applicants for funding must submit a certification signed by an authorized board official and the organization director of receipt and adherence to the [*Department Administrative Requirement for Social Services Contracts*](#).

d. Audit Requirements

Contractors who expend \$750,000 or more of federal funds during the year must have an audit conducted in accordance with the Federal Government's Office of Management and Budget Circular A-133 as amended. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. If the contractor is not subject to this requirement because it has not previously had a contract with the City, the Contractor must provide Form 990. Additional audit requirements are set out in the *Administrative Requirements*.

e. Goods Produced Under Decent Working Conditions

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The responder certifies, by submittal of its proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees can speak freely about working conditions and can participate in and form unions.

8.8 Required Attachments

The responder, including all parties to a joint venture or consortium, an individual or a non-profit agency, as applicable, must attach to its proposal (unless current information is on file with the Department and the responder so indicates in the proposal):

- (1) Acknowledgment of Amendments to the RFP, if applicable
- (2) APPENDIX #1: Proposal Summary and Certification Form, completed and signed by an authorized official
- (3) Project Narrative (maximum 13 typed, double-spaced, 8 1/2" x 11" pages, with 12 pt. font)
- (4) APPENDIX #7: Applicant Work Program Summary
- (5) Budget Forms as detailed in checklist
- (6) Résumés of key personnel or job descriptions of unfilled positions
- (7) List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction
- (8) Copy of the organization's most recent audit as required by Section 8.7(d), above
- (9) APPENDIX #8: Representations and Certifications;
- (10) Certificate of Non-Profit Incorporation
- (11) Organization's Articles of Incorporation filed with the State of New Mexico;
- (12) Copy of current by-laws
- (13) Relevant licenses to operate as a business and conduct proposed activities;
- (14) Listing of current board members
- (15) Current organizational chart
- (16) Copy of the organization's travel reimbursement policies, if travel funds are requested;
- (17) Copy of the organization's written accounting policies and procedures, which include procurement procedures

- (18) Copy of the organization's personnel policies and procedures
- (19) Copy of the organization's conflict of interest policy
- (20) Certificate of Good Standing and Comparison issued by the State of New Mexico within the past 30 days
- (21) APPENDIX #9: Attachments on File
- (22) APPENDIX #10: Drug Free Work Place Requirement Certification Form
- (23) APPENDIX #11: Debarment, Suspension, Ineligibility and Exclusion Certification;
- (24) APPENDIX #12: Certification of Receipt of Administrative Requirements
- (25) Copy of the Internal Revenue Service (IRS) status letter indicating tax exempt status and documentation showing that the status has not been revoked by the IRS
- (26) APPENDIX #13: Certification of Compliance with Federal Funding Requirements (APPENDIX #14: n/a)
- (27) APPENDIX #15: City of Albuquerque Request for Supplier Information, Form W-9 <http://www.cabq.gov/dfa/onlineservices/modified-w9-supplier-form>
- (28) APPENDIX #16: Disclosure of Lobbying Activities

Additionally, include FIVE (5) COMPLETE copies of the following:

- (1) Project Narrative, and any attachments referenced
- (2) Budget Forms (APPENDICES 2-6)
- (3) APPENDIX #7: Work Program Summary Form

9.0 Compliance with Social Services Contracts Procurement Rules and Regulations

Applicants must comply with all applicable procurement rules and regulations, including, but not limited to, the City of Albuquerque Procurement Rules and Regulations for the Department of Family and Community Services, found at: <https://www.cabq.gov/family/documents/publications/FCS-Social-Services-Procurement-Guidelines-06.pdf> Applicants should also be guided by the Albuquerque Code of Ordinances, Article 5, which may be found at: [http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerque/newmexicocodeofordinanc?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:albuquerque_nm_mc\\$anc=JD_TopofInfobase](http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerque/newmexicocodeofordinanc?f=templates$fn=default.htm$3.0$vid=amlegal:albuquerque_nm_mc$anc=JD_TopofInfobase)

9.1 Review Criteria

Proposals will be reviewed based on the criteria that follow in 9.1.a through 9.1.e. **Please note:** it is acceptable for proposals to offer services for a specific portion of a Scope of Work. If so, please provide a clear listing of the specific scopes of work you propose to serve and the associated budget requested in the narrative, work plan and budget. Scoring will be allocated for the quality of the proposed work within the budget context.

Note that is also acceptable to bid on multiple Scopes of Work in Section 4 and that a separate proposal packet must be submitted for each Scope of Work.

- a. Project Goal and Target Population:** Demonstrated understanding of the community conditions, as well as the specific populations and corresponding needs to be addressed by the project, including gaps and overlaps in services and how this project intends to alleviate those gaps and/or overlaps. Identifies the specific target

- population(s) and how the Project will conduct outreach to recruit and retain a consistent level of client engagement. Describes how services impact at least 2 out of the 4 outcomes described in 4.0, and suggest at least one measurable progress indicator per outcome. Describes how the Project contributes to addressing racial inequities by describing: (1) the demographics of the leadership of their organization; (2) the demographics of the proposal's beneficiaries as specifically as possible; and (3) any racial equity practices, programs or initiatives of the organization. (20 Points)
- b. Service Delivery:** Provides a comprehensive explanation of the Project design, including a rationale for the selected approach, the evidence/logic basis for how the proposed activities and outputs are connected to improved outcomes, as described in Section 4.0, for the target population and stated need. Describes proposed practices (for instance, trauma-informed care, harm reduction, a person-centered approach, community collaboration, etc.) and their connection to yielding improved outcomes. Specifies the number of clients to be served (outputs) for each major activity aligned with requested City funds. Describes how activities will be implemented throughout the project cycle. The specific plan describes: (1) a summary of the project; (2) the major activities and sub-activities to be performed associated with the requested City budget; (3) the specific and measurable number of outputs associated with the requested City budget (4) links activities and outputs to the stated outcomes; (5) provides a time frame to accomplish; (6) states how the program will work with the Coordinated Entry System (CES); and (7) describes the role of collaborating agencies to provide complementary services and planned efforts to be a good neighbor. Describes the level of experience and training required to conduct activities and a list of personnel (by position) responsible to conduct the activities. Provides résumés of existing personnel filling these positions or job descriptions for unfilled positions as an attachment. (20 points)
- c. Measuring Progress:** Describes the target outcomes, the indicators of progress for achieving the selected outcomes and the measurement tools to monitor outcomes. Provides an evidence basis or logic that connects the activities and outputs and indicators to the selected outcomes (as described in Section 4 or other relevant outcomes). Provides a detailed plan for monitoring activities, outputs, indicators of progress and outcomes. Describes the process and schedule for monitoring the quality of project activities, methods and how continuous quality improvement will be incorporated. Describes the process to accurately collect, analyze and report the data and how customer and stakeholder satisfaction will be measured. (20 points)
- d. Organizational Capacity** Describes how the agency/organization will effectively implement project activities and reach output and outcome goals. Describes agency resources dedicated to the project, including staff and collaborative partnerships (supported with a copy of pertinent MOUs or CWAs with partner agencies). Describes how the agency and staff may be currently providing services and activities similar to those contained in this proposal. If the agency has had a contract with the City providing similar services in the past three years, the City will include past performance in the scoring. As applicable, please describe how the program will work collaboratively with other partners. Preference points will be allocated in accordance

with the City Procurement Ordinance per the Certification information provided in the form (see APPENDIX 14). (20 points)

- e. **Alignment of proposed budget with the proposed work plan.** Aligns the proposed activities, services and outputs to the requested City funds. Clearly represents the complementary/leveraged funds that may provide services to a larger population beyond the number that can be served with the requested City funds. Provides reasonable administrative and unit-of-service costs. Demonstrates organizational and financial capacity and the ability to meet the City of Albuquerque's administrative requirements. The fiscal audit/report results will be assessed in the scoring. (20 Points)

9.2 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will be initially reviewed by staff of the Department of Family and Community Services to determine if the proposal is complete and conforms to this RFP. Completeness means that all required forms and attachments are included and comply with the *Administrative Requirements*. Conformity means that the proposal has been prepared according to guidelines regarding length, organization, and format as specified in section 8.0 above. Incomplete, nonconforming or late proposals may be deemed unresponsive.

b. Review Panel

The Department Director will, in writing, approve the composition of an ad hoc committee (minimum of 3 persons) from the Department of Family and Community Services and may include a representative(s) from affected neighborhoods, constituents, service users and/or citizens that will review all proposals. The proposals will be rated according to the review criteria specified in section 9.1 above. Based on these ratings, the committee will recommend contract awards and amounts to the Director of the Department. A recommendation for award does not constitute an award of contract. The award occurs after a contract is negotiated and Approved by the City.

If, during the review process, additional information is needed regarding a proposal, the Department staff will request such information from the responder. In addition, responders may be interviewed directly as part of the review process. Agencies will be advised of the time and date of such interviews.

During evaluation, proposals submitted shall be kept confidential. The Department will use its best efforts to restrict distribution to those individuals involved in the review and analysis of the proposals, but in any event, the City shall not be liable for disclosure of any information contained in the proposals during the review process. The proposals shall be open to public inspection after award of contract.

9.3 Competitive Considerations

Proposals will be rated according to the review criteria in section 9.1 above. The Department may require responders being considered for an award to participate in interviews or other discussions to explain or verify any aspect of the proposal submitted. The Department reserves the right to reject any or all proposals. The Department may negotiate the terms of any proposal after making a recommendation of award, in order to development a contract in the best interest of the City or the target population. The Department may award more than one contract per Priority Activity.

9.4 RFP Appeals Process

Responders whose proposals are not selected may submit a written appeal. Letters of Appeal must be submitted and arrive in the office of the Department Director not later than ten (10) working days after receipt of the notice of non-selection. Letters must be specific as to the matter being appealed. Appeals not submitted in writing, not specific in nature, or which arrive late may not be considered. The Department Director's decision concerning the Appeal is final and will be provided within 30 days of receipt of the Appeal letter. Letters must be addressed as follows:

Carol M. Pierce, Director
Department of Family and Community Services
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL, DFCS – Social Services – RFP-DFCS-AAA-20-01

All Appeals will be responded to by the Department Director in writing.

10.0 Submission Process

10.1 Submission Requirements

Submit one complete original of the proposal, including all required attachments as listed in Section 8.7 Also submit 5 copies of the Project Narrative (8.3 above), Work Program Summary (8.4 above) and budget sections (8.5 above), and any attachments referenced in the narrative.

Both the complete original and 5 copies are required for the proposal to be considered a complete submission. Label the submitted sealed packages **Social Services – RFP-DFCS-AAA-20-01** and as "ORIGINAL" or "COPY" as appropriate. Please paginate and collate. Do not use covers, binders or tabs. Proposals must be received prior to **4:00 p.m. local time, Friday, November 8, 2019** at the City of Albuquerque, Office of the City Clerk. Proposals will be date/time stamped by the Office of the City Clerk when they are received. Proposals stamped later than 4:00 p.m. local time, on **Friday, November 8, 2019** will be ruled non-responsive to this RFP and will not be considered for award.

The Department recommends that responders hand deliver their proposals, in advance of the deadline to:

Office of the City Clerk
Plaza del Sol
600 2nd Street NW
7th floor
Albuquerque, NM 87102

If the responder chooses to mail its proposal, certified mail is recommended and it should be sent to the following address:

City of Albuquerque
Office of the City Clerk
P.O. Box 1293
Albuquerque, NM 87103

Sufficient mailing time should be allowed to ensure delivery in advance of the deadline.

10.2 Clarification

Any explanation desired by a responder regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the hour and date specified for the receipt of proposals to allow sufficient time for a reply to each responder before the submission of their proposals. All inquiries must be directed to Michelle Briscoe, Area Agency on Aging Manager, at 505-768-2745 or mbriscoe@cabq.gov during regular working hours.. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given to a prospective responder concerning this RFP will be furnished to all prospective responders attending the pre-proposal conference as an amendment of this RFP, if such information is necessary to responders in submitting proposals on this RFP or if the lack of such information would be prejudicial to uninformed responders.

10.3 Acknowledgment of Amendments to the Request for Proposal

Receipt of an amendment to the RFP by a responder must be acknowledged (a) by signing and returning the amendment or (b) by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals.

10.4 Modification

Proposals may be modified or withdrawn by written notice provided such notice is received prior to the hour and date specified for receipt of proposals.

10.5 Budget Forms

Budget forms can be submitted in Excel format. The Excel forms can be downloaded at <http://www.cabq.gov/family/partner-resources/administrative-requirements>.

PROPOSAL CHECKLIST

Prior to submitting the proposal, Offerors are recommended to use the following checklist to ensure that the proposal contains all elements required for a complete submittal. This checklist is used in the technical review of the Application. Items in the check list with identifying numbers refer to the numbers to be found on required Department of Family & Community Services forms included as attachments to this RFP.

- Acknowledgment of Amendments to the RFP, if applicable.**
- Proposal Summary and Certification Form (APPENDIX #1) completed and signed by an authorized official.**
- Original Project Narrative (maximum 13 pages).**
- Original Applicant Work Program Summary (APPENDIX #7)**
- Original Budget Forms**
 - o Expense Summary Form (APPENDIX #2)
 - o Revenue Summary Form (APPENDIX #3)
 - o Project Budget Detail Form -- Personnel (APPENDIX #4)
 - o Project Budget Detail Form -- Operating Costs (APPENDIX #5)
 - o Budget Detail Form: Projected Drawdown Schedule (APPENDIX #6)
- Résumés of key personnel or job descriptions of unfilled positions.**
- List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction.**
- Copy of the organization's most recent audit or applicable financial statement.**
- Attachments on File (APPENDIX #9)**
- Certificate of Non-Profit Incorporation**
- Organization's Articles of Incorporation filed with the State of New Mexico**
- Copy of current by-laws.**
- Relevant licenses to operate as a business.**
- Listing of current board members.**
- Current organizational chart.**
- Copy of the organization's travel reimbursement policies, if travel funds are requested.**

- ❑ **Copy of the organization's written accounting policies and procedures, which include procurement procedures.**
 - ❑ **Copy of the organization's personnel policies and procedures.**
 - ❑ **Copy of the organization's conflict of interest policy.**
 - ❑ **Certificate of Good Standing and Comparison issued by the State of New Mexico.**
 - ❑ **Representations and Certifications (APPENDIX #8)**
 - ❑ **Drug Free Work Place Requirement Certification Form (APPENDIX #10)**
 - ❑ **Debarment, Suspension, Ineligibility and Exclusion Certification (APPENDIX #11)**
 - ❑ **Certification of Receipt of Administrative Requirements (APPENDIX #12)**
 - ❑ **Certification of Compliance with Federal Funding Requirements, Refer to Section 1.1 for further information (APPENDIX #13)**
 - ❑ **Vendor Preference Affidavit of Eligibility, if applicable (APPENDIX #14)**
 - ❑ **Modified W-9 (APPENDIX #15)**
 - ❑ **Disclosure of Lobbying Activities (APPENDIX #16)**
 - ❑ **Five (5) packets** that each include 1 copy of the following: Project Narrative, Work Program Summary, all budget section forms, and any attachments referenced in the narrative.
-

City of Albuquerque
Department of Family and Community Services
APPENDIX #1: Proposal Summary and Certification Form - Instructions

Instructions for Completing the Proposal Summary and Certification Form

1. Enter the name of the organization submitting the Application.
2. Enter the mailing address of the organization.
3. Enter the name and telephone number of a contact person from whom information about the proposal can be obtained.
4. Enter the name of the City program from which funding is being requested. The name of the program should be taken from the Request for Proposals.
5. Enter the number assigned to the RFP from the Request for Proposals.
6. Enter the Priority Activity Scope of Work number from the Request for Proposals if one is assigned to the area in which the Applicant is seeking funds. (Typically found in Section 4 of the RFP)
7. Enter the date the proposal is due to be received by the City of Albuquerque from the Request for Proposals.
8. Enter the title of the project for which the Applicant is seeking funds and a brief narrative description of that project. The length of the narrative must be limited to the space available.
9. Enter the total amount of City funding requested in the proposal.

Enter the amount of matching funds to be provided by the Applicant, if matching funds are requested in the Request for Proposal.

Enter the date submitted.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #1: Proposal Summary and Certification Form

1. Name of Applicant Organization:

2. Mailing Address (City, State, and Zip Code)	3. Name and telephone number of contact person
--	--

4. City Program Name (from Request for Proposals):
--

5. RFP Number: RFP-DFCS-AAA-20-01	6. Priority Area Scope of Work #:	7. Due Date: November 8, 2019
---	-----------------------------------	---

8. Title of Applicant's Project and Brief Descriptive Summary:
--

9. Amount of City Funding requested:	Matching Funds Amount (if requested):	Date Submitted:
--------------------------------------	---------------------------------------	-----------------

Certification: It is understood and agreed by the undersigned that: 1) Any funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all Applicable Federal, state, and city regulations and restrictions; and 2) the undersigned hereby gives assurances that this proposal has been prepared according to the policies and procedures of the above named organization, obtained all necessary Approvals by its governing body prior to submission, the material presented is factual and accurate to the best of her/his knowledge, and that she/he has been duly authorized by action of the governing body to bind the Corporation.

Typed Name of Authorized Board Official:	Title	Telephone Number
--	-------	------------------

Signature of Authorized Board Official	Date signed:
--	--------------

City of Albuquerque
Department of Family and Community Services
APPENDIX #2: Expense Summary Form - Instructions

Instructions for Completing Expense Summary Form

Expenditure Category

Expenditures charged to Social Services category must conform to Administrative Requirements, be reasonable, allowable and allocable

Personnel Costs

Salaries and Wages: Enter the amounts budgeted to pay salaries and wages for regular staff of the organization employed to carry out project-related activities.

Payroll and Benefits: Enter the amounts budgeted to pay payroll taxes, and employee benefits. Payroll taxes should include legally mandated payroll taxes for regular employees of the organization, including FICA and unemployment insurance tax. . The amounts charged to the City must constitute an allocable percentage of salaries and wages.

Total Personnel Costs: Enter the sum of salaries and wages, payroll taxes, and employee benefits.

Operating Costs

Contractual Services: Enter the amount budgeted to pay the costs of services provided to the project through contractual agreements with organizations and individuals who are not regular employees, with the exception of the costs for conducting annual or special audits.

Audit Costs: Enter the amount budgeted to pay the costs of conducting annual or special audits of the organization. The amount budgeted to the City shall not exceed the proportion that the City contract revenue is of the total agency revenue budget.

Consumable Supplies: Enter the amount budgeted to pay the costs of supplies and equipment utilized by the project which have a price which does not exceed \$5,000 per unit.

Telephone: Enter the amount budgeted to pay for the costs of project telephone services, including installation, local service, and long-distance tolls.

Postage and Shipping: Enter the amount budgeted for project postage and shipping.

Occupancy

Rent: Enter the amount budgeted for space lease/rental costs allocable to the project.

Utilities: Enter the amount budgeted for the cost of project allocable electrical services, heating and cooling, sewer, water, and other utilities charged not otherwise included in rental or other charges for space.

Other: Enter the amount budgeted for other project allocable occupancy costs including the costs of security, janitorial services, elevator services, upkeep of grounds, leasehold improvements not exceeding \$5,000, and related occupancy costs not otherwise included in rental or other charges for space.

Equipment Lease: Enter the amounts budgeted for the purchase or lease of equipment allocable to the project

Equipment Maintenance: Enter the amount budgeted to maintain or repair existing agency equipment utilized in a funded project.

Printing and Publications: Enter the amount budgeted for the purchase and/or reproduction of project-printed materials, including the cost of photo-reproduction.

Travel Costs

Local Travel: Enter the amount budgeted for the costs of project travel within Bernalillo County, including costs for mileage reimbursement and/or allocable operating and maintenance costs of agency owned or hired vehicles use to provide transportation to staff or clients within Bernalillo County.

Out-of-Town Travel: Enter the amount budgeted for the costs of project travel outside of Bernalillo County, including costs for transportation, lodging, subsistence, and related expenses incurred by employees, board members, or clients who are in travel status on official business allocable to the project.

Conferences, Meetings, etc.: Enter the amount budgeted for the costs of registration and materials for staff, board, or clients attendance at meetings and conferences allocable to the funded project or for the costs of meetings conducted by the agency in connection with that contract.

Direct Assistance to Beneficiaries: Enter the costs budgeted for the payment of participant wages and benefits, stipends, food, clothing, and other goods and services purchased directly on behalf of clients.

Membership Dues: Enter the amount budgeted to pay the costs of dues paid by the agency on behalf of staff, board members, or the agency itself to professional organization related to the purposes of the project.

Equipment, Land, Buildings: Enter the amount budgeted for the purchase of equipment, land, and for the acquisition or construction of buildings allocable to the project, the cost of which exceeds \$5,000. Costs charged to Equipment, Land, Buildings, or renovation capital costs must conform to Administrative Requirements

Insurance: Enter the amount budgeted to pay the costs of insurance, including bonding, allocable to the project.

Total Operating Costs: Enter the sum of all line items under operating costs.

Total Direct Costs: Enter the sum of Total Personnel Costs and Total Operating Costs.

Indirect Costs: Enter the amounts budgeted to pay indirect costs for the project. Costs charged to Indirect must conform to Administrative Requirements. If using a rate to determine Indirect Costs, attach a Rate Letter.

Total Project Expenses: Enter the sum of Total Direct Costs and Indirect Costs.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #2: Expense Summary Form

Agency Name: _____ Project Title: _____

Expenditure Category	Project Total	City Funding Requested	Percent Request
Personnel Costs			
Salaries & Wages			
Payroll Taxes and Employee Benefits			
Total Personnel Costs			
Operating Costs - Direct			
Contractual Services			
Audit Costs			
Consumable Supplies			
Telephone			
Postage and Shipping			
Occupancy			
a. Rent			
b. Utilities			
c. Other			
Equipment Lease			
Equipment Maintenance			
Printing & Publications			
Travel			
a. Local Travel			
b. Out of Town Travel			
Conferences, Meetings, Etc.			
Direct Assistance to Beneficiaries			
Membership Dues			
Equipment, Land, Buildings			
Insurance			
Fuel and Vehicle Maintenance			
Total Operating			
Total Direct Costs (Personnel & Operating)			
Indirect Costs: (attach Rate Letter: _____ %;)			
TOTAL PROJECT EXPENSES			

City of Albuquerque
Department of Family and Community Services
APPENDIX #3: Revenue Summary Form- Instructions

Instructions for Completing Revenue Summary Form

For government revenues received by the agency, list each agency of the federal or state government providing funding in the column “Revenue Source.”

Enter the anticipated revenues for the total agency budget from each of the listed funding sources in the column headed “Agency Total,” and show the percentage of all agency funding from that source.

DEFINITIONS:

Government Revenues

Fees from Government Agencies are funds paid to the Agency by a unit of Federal, State or local government for goods or services provided as a contractor.

Grants from Government Agencies are funds paid to the agency as a recipient or sub-recipient by a unit of Federal, State or local government.

[2 CFR Section 200.300 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.]

Other Revenues

Other Revenue means income to the agency from sources not falling into another category.

United Way Revenue

United Way Allocation means all funding provided by the United Way of Central New Mexico.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #3: Revenue Summary Form

Agency Name: _____ Project Name: _____

Revenue Sources	Agency Total	% of Agency Budget
Government Revenues		
Revenues from Federal Government other than Medicaid Reimbursement. <i>(List each Agency of the Federal Government)</i>		
Fees from Federal Government Agencies:		
Grants from Federal Government Agencies:		
Medicaid Reimbursements		
Subtotal Federal Agencies		
Revenues from State Government <i>(List each Agency of the State Government providing funding and the amount of funding)</i>		
Fees from State Government Agencies:		
Grants from State Government Agencies:		
Subtotal State Agencies		
Total Revenues from County Government		
Total Revenues from the City of Albuquerque		
Total Other Municipal Government Revenue		
TOTAL GOVERNMENT REVENUES FROM ALL SOURCES		
Other Revenue:		
Contributions		
United Way Revenue		
Other Revenue		
TOTAL OTHER REVENUES		
TOTAL REVENUES:		

City of Albuquerque
Department of Family and Community Services
APPENDIX #4: Project Budget Detail Form – Personnel - Instructions

Instructions for Completing Project Budget Detail Form – Personnel

- Line 1.* Enter the name of the agency submitting the proposal.
- Line 2.* Enter the project title as shown on the Proposal Summary and Certification form.
- Line 3.* For the column labeled “Number FTE on Project”, show the number of full time equivalent staff for each position working on this project, regardless of funding source. For the column labeled “Position Title,” give the title of each position working on this project. For the column labeled “Annual Salary,” enter the annual salary for the positions multiplied by the number of FTE for that position. For the column labeled “Amount Requested,” enter the amount of funding for the position requested from the City. For the column “Percent Requested,” enter the percent of the annual salaries for the position to be charged to the City.
- Line 4.* Enter the sums of the column “Annual Salary,” and “Amount Requested.” Enter the “Percent Requested” for total salary and wages.
- Line 5.* Enter the total amount of payroll taxes and employee benefits for project salaries in the column labeled “Annual Salary,” the “Amount Requested” from the City, and the percent of the total to be charged to the City.
- Line 6.* Enter the sum of the lines 4 and 5 in the column’s labeled “Annual Salary,” and “Amount Requested.” Enter the percentage of the total amount to be charged to the City.
- Line 7.* Enter the percentage of salaries and wages charged to FICA, Unemployment Compensation, health insurance, retirement, and other employee benefits.

City of Albuquerque
Department of Family and Community Services
APPENDIX #5: Project Budget Detail Form – Operating - Instructions

Instructions for Completing Project Budget Detail Form -- Operating

1. Enter the name of the agency.
2. Enter the project title.
3. For each operating cost line item on the Expense Summary Form, the Applicant should describe all elements included in the line item costs and indicate the basis used for determining the costs. If cost is allocated, provide the allocation plan. For indirect cost line item provide an explanation of basis for the indirect cost or an Approved cost rate letter from cognizant Federal agency.

In the column headed “Project Total,” enter the total costs of the line item; in the column headed “Amount Requested,” enter the amount requested from the City, in the column headed “Amount Other,” enter the amount to be paid from other sources, and in the column headed “Percent Requested,” enter the percent of the total amount requested from the City.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #5: Project Budget Detail Form – Operating
 Page 1 of _____

1. Agency Name:

2. Project Title:

3. Direct and Indirect Costs: For each operating cost line item on the Expense Summary Form, the Applicant should describe all elements included in the line item costs and indicate the basis used for determining the costs. If cost is allocated, provide the allocation plan. For indirect cost line item provide an explanation of basis for the indirect cost or an Approved cost rate letter from cognizant Federal agency. (e.g., travel calculated as # of miles/month x \$/per mile x # months = total local travel). Use additional sheets as necessary.

Line Item (Non-Personnel)	Project Total	Amount Requested	Amount Other	Percent Requested
Contractual Services				
Total Contractual Services				
Audit Costs				
Consumable Supplies				
Telephone				
Postage and Shipping				
Occupancy				
a. Rent				
b. Utilities				
c. Other				
Equipment Lease/Purchase				
Equipment Maintenance				

Printing & Publications				
Travel				
a. Local Travel				
b. Out of Town Travel				
Conferences, Meetings, Etc.				
Direct Assistance to Beneficiaries				
Membership Dues				
Equipment, Land, Buildings				
Insurance				
Fuel and Vehicle Maintenance				
TOTAL OPERATING				

(Add rows and use additional sheets if necessary)

- As applicable, attach cost allocation plan
- As applicable, attach explanation of basis for each indirect cost or an approved cost rate letter from cognizant Federal agency.

City of Albuquerque
Department of Family and Community Services
APPENDIX #6: Budget Detail Form: Projected Drawdown Schedule - Instructions

Instructions for Completing Budget Detail Form: Projected Drawdown Schedule

The Applicant must estimate the amount and percent of City funding it anticipates expending funds it anticipates expending during each quarter of the fiscal year.

1. Enter the appropriate Quarter Ending dates (September 30, December 31, March 31, June 30).
2. For each of the quarterly periods indicated, enter the amount of City funding the agency projects expending in the column headed "Amount to be Requested."
3. In the column headed "Percent of Total," enter the percentage of all City funds projected to be expended during the quarter.

If the applicant anticipates expending more than 25% of the total requested from the City in any one quarter, provide a brief explanation of these expenditures in the space provided.

4. If reimbursement will be based on a unit rate, identify the per unit reimbursement rate for services to be provided, the unit basis (unduplicated client, hour, etc.) and the proposed number of annual units. Rate shall include any applicable taxes and shall constitute full and complete compensation for the successful applicant's services under this proposal.

If separate rates are required for services based on factors such as service location, service type or other factors, please provide a list of specific rates, one individual rate at a time, and explain in the Rate Justification section (5).

5. If reimbursement will be based on a unit rate, provide a rate justification. The intent of the justification is to tie together the budget with program activities and outcomes. To accomplish this, applicants should identify the basis used in establishing the reimbursement rate in context of the proposed services. Include the rationale used in developing cost components noted on the required budget forms. Additionally, indicate how the proposed reimbursement rate is necessary and reasonable to accomplish the program proposed in the narrative.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #6: Budget Detail Form: Projected Drawdown Schedule

1. Applicant Agency:

2. Proposal Title:

3. Amount and percent of total requested funds on a quarterly basis:

Quarter Ending	Amount to be Requested	Percent of Total

Explanation if any projected drawdowns exceed 25% of the total requested funds:

4. As applicable: Reimbursement Rate – only applicable to *unit of service* contracts:

Rate: \$ _____ per _____ (hour, client, etc.)

Annual units: _____

5. As applicable: Rate Justification – only applicable to *unit of service* contracts:

City of Albuquerque
Department of Family and Community Services
APPENDIX #7: Applicant Work Program Summary - Instructions

Instructions for Completing Form

1. Enter the name of the agency.
2. Enter the project title, from the Proposal Summary and Certification form.
3. If the work summary is submitted as part of an initial Application, check the box marked “new”; if it is submitted as a renewal, check the box “renewal”; if it is submitted as part of a request for work program revision, check the box marked “revision.”
4. Measurable Results:
 - A. Under the column headed “Major Project Activities and Services,” enter the major tasks or activities to be undertaken through the project.
 - B. Under Timeframe, enter the quarters in the fiscal year that these activities will be performed / services will be provided
 - C. For each task listed, enter the measurable outputs of the task in the column headed “Outputs from Requested City Funds” with the service units that match the requested City funding level and proposed budget allocation in Appendix #5. The expectation is that funding of service outputs are directly associated with the budget allocation and must not reflect funding from multiple sources per service unit.

Measurable outcomes in the column headed “Measurable Outcomes” refer to Section 4.0 and add other outcomes that apply.

and the data collection or progress assessment tool used in the column titled “Measurement Tool”, and the name of the personnel who will be assigned responsibility to carry out the activity and data collection and progress measurement in the column titled “Responsible Personnel” and the date those objectives will be completed in the column headed “Date to be Completed.”

Applicants should not try to include every project activity, but should restrict their entries to major activities for which measurable objectives can be provided and for which they will be accountable if a contract is awarded. Please separate different outputs associated with an activity in different rows. Multiple outcomes associated with an activity may be listed in one row.

Applicants may format the workplan as landscape orientation to improve readability.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #7: Applicant Work Program Summary

1. Agency Name:

2. Project Title	3. Applicant Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Revised
------------------	---

4. Measurable Results: List the major project tasks/activities, the outputs for each that will be associated with City funds only, outcomes, outcome indicators and measurement tools

Major Project Activities and Services	Timeframe	Outputs from Requested City Funds	Outcomes	Outcome Progress Indicator	Measurement Tool(s)

(Format as Landscape and use additional sheets as necessary)

City of Albuquerque
Department of Family and Community Services
APPENDIX #8: Representations and Certifications

The undersigned HEREBY GIVE ASSURANCE THAT:

The Applicant agency named below will comply and act in accordance with all federal laws and Executive Orders relating to the enforcement of civil rights, including but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order number 11246, Equal Opportunity in Employment; and

That the Applicant agency named below will comply with all New Mexico State Statutes and City Ordinances regarding enforcement of civil rights; and

That no funds awarded as a result of this request will be used for sectarian religious purposes, as specified in the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services, § 10 (E)(2)*, that: (a) there shall be no religious test for admission for services; (b) there shall be no requirement for attendance of religious services; (c) there shall be no inquiry as to a client's religious preference or affiliations; (d) there shall be no proselytizing; and (e) services provided shall be essentially secular, however, eligible activities, as determined by the fund source, and inherently religious activities may occur in the same structure so long as the religious activity is voluntarily and separated in time and/or location.

Agency Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

City of Albuquerque
 Department of Family and Community Services
APPENDIX #9: Attachment on File

Instructions: If an Applicant has received a human services contract from the Department of Family and Community Services within the past 12 months and submitted the required attachments, it is not necessary to resubmit the attachments if there has been no change in the information requested. If the documents currently on file with the City remain current, check the box marked current. If there has been any change in status of documents currently on file (e.g. changes in board members, organizational structure, etc.) check the box marked “Revised Attached” and submit the revised document with the project proposal.

Document	Current	Revised Attached
Certificate of Non-Profit Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
Current Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Licenses	<input type="checkbox"/>	<input type="checkbox"/>
Listing of Current Board Members	<input type="checkbox"/>	<input type="checkbox"/>
Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>
Travel Reimbursement Policies (if Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Accounting Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest Statement	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Good Standing and Comparison	<input type="checkbox"/>	<input type="checkbox"/>
Resumes of Key Personnel/Job Descriptions of Open Positions	<input type="checkbox"/>	<input type="checkbox"/>
Agency’s Most Recent Audit	<input type="checkbox"/>	<input type="checkbox"/>

City of Albuquerque
Department of Family and Community Services
APPENDIX #10: Drug Free Workplace Requirement Certification Form

The agency certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the agency's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug abuse in the workplace;
 - b. The agency's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City be given a copy of the agency's drug-free workplace statement.
4. Notifying each employer that as a condition of employment under the City's agreement, that employee will:
 - a. Abide by the terms of the agency's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notifying the City of Albuquerque, Department of Family and Community Services within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily at a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. The agency also certifies that the agency's drug-free workplace requirements will apply to all locations where services are offered under the agreement with the City of Albuquerque.
Such locations are identified as follows:

Street Address: _____ City: _____

State: _____ Zip: _____ E-mail: _____

Typed Name of Authorized Board Official: _____ Title: _____

Signature of Authorized Board Official

Date Signed

City of Albuquerque
Department of Family and Community Services
APPENDIX #11: Debarment, Suspension, Ineligibility and Exclusion Certification

I certify that the agency has not been debarred, suspended or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government.

I further certify that should any notice of debarment, suspension, ineligibility or exclusion be received by the agency, the City of Albuquerque, Department of Family and Community Services will be notified immediately.

Agency: _____

Typed Name of Authorized Board Official

Title

Signature of Authorized Board Official

Date Signed

City of Albuquerque
Department of Family and Community Services
APPENDIX #12: Certification of Receipt of *Administrative Requirements*

The undersigned HEREBY CERTIFY THAT:

1. The agency/organization has received a copy of the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services, revised July 1, 2019*; and
2. The agency/organization named below will adhere to the *Administrative Requirements* in its operation of City-funded programs.

Agency/Organization Name: _____

Typed Name of Authorized Board Official

Typed Name of Executive Director

Signature

Signature

Date: _____

Date: _____

City of Albuquerque
Department of Family and Community Services
APPENDIX #13: Certification of Compliance with Federal Funding Requirements

The undersigned HEREBY GIVE ASSURANCE THAT:

If the percentage of federal funds that makes up the total program or project costs is greater than 0%, the Applicant agency named below will specifically comply and act in accordance with all applicable federal law governing programs receiving federal funds, including but not necessarily limited to:

1. Age Discrimination Act of 1975, prohibiting discrimination on the basis of age. 45 CFR Part 91.
2. Civil Rights Act of 1964 (Title VI), providing that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. 45 CFR Part 80.
3. Education Amendments of 1972 (Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, 1682, 1683, 1685, and 1686), providing that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. 45 CFR Part 86.
4. Rehabilitation Act of 1973 (Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, providing that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.
5. USA Patriot Act (amending 18 U.S.C. 175-175c), prescribing criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.
6. Public Health Security and Bioterrorism Preparedness and Response Act, provides protection against misuse of select agents and toxins, whether inadvertent or the result of terrorist acts against the US homeland, or other criminal act. 42 U.S.C. 262a; 42 CFR Part 73.
7. Controlled Substances Act provides that grantees are prohibited from knowingly using appropriated funds to support activities that promote the legalization of any drug or other substance included in Schedule I of the schedule of controlled substances established by Section 202 of the Controlled Substances Act, 21 U.S.C. 812. This limitation does not apply if the recipient notifies the GMO that there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.
8. Limited English Proficiency. Recipients of federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. Title VI of the Civil Rights Act of 1964.
9. Construction-Related Requirements
 - a. Architectural Barriers Act of 1968 (as amended 42 U.S.C. 4151 et seq.) sets forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with HHS grant support must comply with these requirements. 41 CFR 102-76; 36 CFR 1191.
 - b. Clean Air and Clean Water Act provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters. 42 U.S.C. 7606 and EO 11738.

- c. Safe Drinking Water Act provides for the protection of underground sources of drinking water that have an aquifer, which is the sole source of drinking water. No grant may be entered into for any project that the EPA Administrator determines may contaminate such aquifer.

10. Health, Safety, and Related Requirements

- a. HHS funds may not be spent for an abortion.
- b. Funds appropriated for HHS may not be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- c. Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule) implements the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 42 U.S.C. 1320d et seq., which governs the protection of individually identifiable health information. The Privacy Rule is administered and enforced by HHS's OCR and is codified at 45 CFR Parts 160 and 164. The Privacy Rule applies only to covered entities.
- d. Confidentiality of Patient/Client Records. Section 543 of the PHS Act, 42 U.S.C. 290dd-2, requires that records of substance abuse patients be kept confidential except under specified circumstances and purposes. The covered records are those that include the identity, diagnosis, prognosis, or treatment of any patient maintained in connection with any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research that is conducted, regulated or directly or indirectly assisted by any department or agency of the United States. 42 CFR Part 2.
- e. Drug Free Workplace Act of 1988, requires that all organizations receiving grants from any federal agency agree to maintain a drug free workplace. The recipient must notify the awarding office if any employee of the recipient is convicted of violating a criminal drug statute. 42 U.S.C. 701 et seq.; 45 CFR Part 82.
- f. Pro-Children Act imposes restrictions on smoking in facilities where federally funded children's services are provided. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development. 20 U.S.C. 7183.

Agency Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____



SECTION 1: CONTACT INFORMATION AND TAXPAYER IDENTIFICATION NUMBER

NAME (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
BUSINESS NAME/ disregarded entity name, if different from above.	
PRIMARY ADDRESS (number, street, and apt or suite no)	REMITTANCE ADDRESS (number, street, and apt or suite no)
CITY, STATE, and ZIP CODE	REMITTANCE CITY, STATE, and ZIP CODE
PHONE	E-MAIL ADDRESS
SOCIAL SECURITY NUMBER	OR EMPLOYER IDENTIFICATION NUMBER
MEXICO CRS TAX ID (if applicable)	
TAX CLASSIFICATION (check only one) INDIVIDUAL/SOLE PROPRIETOR or single-member LLC <input type="checkbox"/> C CORPORATION <input type="checkbox"/> S CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> TRUST/ESTATE <input type="checkbox"/> LIMITED LIABILITY COMPANY (Enter the tax classification: C=C Corporation, S=S Corporation, P=Partnership) Note: For a single-member LLC that is disregarded, do not check L.L.C. Check the appropriate box in the line above for the tax classification of the single-member owner. 501(C)3/NON-PROFIT ORGANIZATION <input type="checkbox"/> OTHER (SEE INSTRUCTIONS) <input type="checkbox"/>	
EXEMPTIONS (codes apply to certain entities, not individuals; see instructions) EXEMPT PAYEE CODE (if any) _____ EXEMPTION FROM FATCA REPORTING CODE (if any) _____	

SECTION 2: CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined in the instructions); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision on this document other than the certifications required to avoid backup withholding.

SIGNATURE of U.S. person	DATE
PRINT NAME	TITLE

SECTION 3: BUSINESS DEMOGRAPHICS (PLEASE CHECK ALL THAT APPLY)

<p>Local Business - Maintains its principal office and place of business within the Greater Albuquerque Metropolitan Area (City of Albuquerque or Bernalillo County) and ownership resides 51% here.</p> <p>Doing Business Locally - Does not maintain its principal office here, but maintains a storefront in the Greater Albuquerque Area and employs one or more Albuquerque residents.</p> <p>Woman Owned Business - at least 51% owned and controlled by one or more women, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more women.</p> <p>MBE - Minority Business Enterprise Owned (at least 51% owned and controlled by one or more racial/ethnic minorities or, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more minorities).</p> <p>None of the Categories Apply <input type="checkbox"/> Not a local business <input type="checkbox"/></p>	<p>If your business is minority owned, please specify the race/ethnicity of minority owner(s). Check all that apply:</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> Two or more races</p> <p><input type="checkbox"/> White</p>
---	--

PURCHASE ORDERS (COMPLETE ONLY IF YOU ACCEPT POs)

INVOICE SUBMISSION <input type="checkbox"/> Electronic – Transcepta	Provide a “Remit to” Email Address:	PO (Contact Information, Full Name and Position)
---	-------------------------------------	---

<input type="checkbox"/> Electronic - Email	Provide an "Order From" Email Address:	
---	--	--

APPENDIX #15: FOR DEMONSTRATION PURPOSE ONLY.

Form is provided for information purposes only. Please download and fill out the form at this website:

<https://www.cabq.gov/dfa/onlineservices/modified-w9-supplier-form>

Section 1- Supplier Information

Information on how to fill-out Section 1 can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Section 2 – Business Demographics

- A. Select all for which the business has self-certified or for which it believes it is eligible.
- B. The Greater Albuquerque Metropolitan Area includes all locations within the City of Albuquerque and Bernalillo County.
- C. A local business is a business with its principal office and place of business in the Greater Albuquerque Metropolitan Area.
- D. A principal office is the main or home office of the business as identified in tax returns, business licenses and other official business documents.
- E. A place of business is a location where the business conducts its daily operations, for the general public, if applicable.
- F. Minority is defined to include Hispanic Americans, Black Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, Female, or belonging to groups found to be economically and socially disadvantaged by the U.S. Small Business Administration.

The State of New Mexico and the U.S. Federal Government have their own certification programs. State of New Mexico Certifications Include: State Resident Business; State Resident Contractor; Resident Veteran Business; and Resident Veteran Contractor. More information can be found at:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

Federal Certifications include: SBE (Small Business Enterprise with SBA); MBE (Minority Business Enterprise); WBE (Women Business Enterprise); VOSB (Veteran-Owned Small Business). More information can be found at: www.sba.gov

Section 3- Purchase Order Acceptance

- A. To obtain purchase orders and procurement contracts electronically, suppliers must provide a current e-mail address.
- B. Transcepta, is an electronic purchase order and invoicing system that delivers purchase orders from the City to suppliers and in turn, receives inbound invoices, purchase order acknowledgements and advance shipping notices from City suppliers. Transcepta also provides a portal for suppliers to check document processing. To participate in Transcepta follow the instructions at <http://connect.transcepta.com/abq/>

City of Albuquerque
Department of Family and Community Services
APPENDIX #16 - Instructions

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #16

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
 (See reverse for public burden disclosure.)

Approved by OMB
 0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)